



North Carolina Department of Environment and Natural Resources

## POLICY

**Section:** Secretary's Office  
**Subject:** Use of Mobile Electronic Communications Devices  
**Approve By:** DENR Assistant Secretary for Information Technology

**Number:**

**Eff. Date:** 9/1/2011

**Revised:**

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### 1. Objective:

This policy is put forth as a requirement to comply with HB 200 Section 6A.14(a) for Use of Mobile Electronic Communications Devices. The purpose of this policy is to provide direction and guidance to DENR Divisions and Offices for the management of mobile communication devices and related services. Mobile devices are devices with mobile access plans purchased or subscribed from a non State entity for (voice or data) connection. Devices examples include cell phones, personal digital assistants (PDAs), air cards, Blackberries, wireless cards, PIX devices associated accessories, etc. Related services include device service plans, push-to-talk, and global positioning systems.

### 2. Policy:

The Department of Environment and Natural Resources (DENR) recognizes that certain job functions require that an employee be accessible when remotely assigned, away from assigned work location, during times outside scheduled working hours, and/or during times of emergency. For this reason, ITS will provide mobile communication equipment to select employees. While this need for mobile technologies exists, DENR must also remain attuned to the costs associated with providing that technology to its employees.

It is the policy of DENR that all State-provided mobile communications devices are used primarily for official State business and in a safe, cost effective manner consistent with applicable laws and regulations. Divisions and/or Offices can provide mobile devices for business users who fit the justification criteria outlined in this policy. Approval and authorization of the purchase and use of these devices must be approved by the Division or Office Director.

Any Division or Office using such devices must submit an approved list including the justification for each device to the DENR Office of the Controller and DENR ITS. Each Division or Office using such devices must also submit usage and cost report monthly to DENR Office of the Controller.

DENR reserves the right to investigate the origin of any calls, text messages or data downloads not readily apparent to be business-related in order to facilitate the monitoring of compliance with this Policy. All usage records related to any mobile communications devices issued by Divisions of DENR or through ITS constitute state records subject to N.C. Public Records Act (N.C.G.S. 132).

The use of personal mobile communication devices for state business will open any such devices and all applications to discovery in accordance with the public records law.

Reference: Office of State Budget and Management, State of North Carolina Budget Manual 5.10.5 Mobile Telephones